

PHYSICIAN

MANUAL FOR

FILING DEATH CERTIFICATES

ELECTRONICALLY

DEATH - 2008 - Netsmart VRS

File Search Requests Actions Work Queue Tools Linking Administration Help

Decedent | Dec History | Disposition | Cause of Death | Certifier | Demographics | Complete | Flags

Assigned To: Certifier Type

Attending Physician: Name: Location:

Preferred Method of Contact: Phone:

Attending Physician: Name: Location:

Date of Death: Time of Death:

Coroner/County Attorney: Time of Death: am/pm:

Death: Tobacco Contribute? ☐ Has Organ or Tissue Donation been considered? ☐ Was Consent Granted? ☐

Certifier: Name of Certifier: Title: License Number:

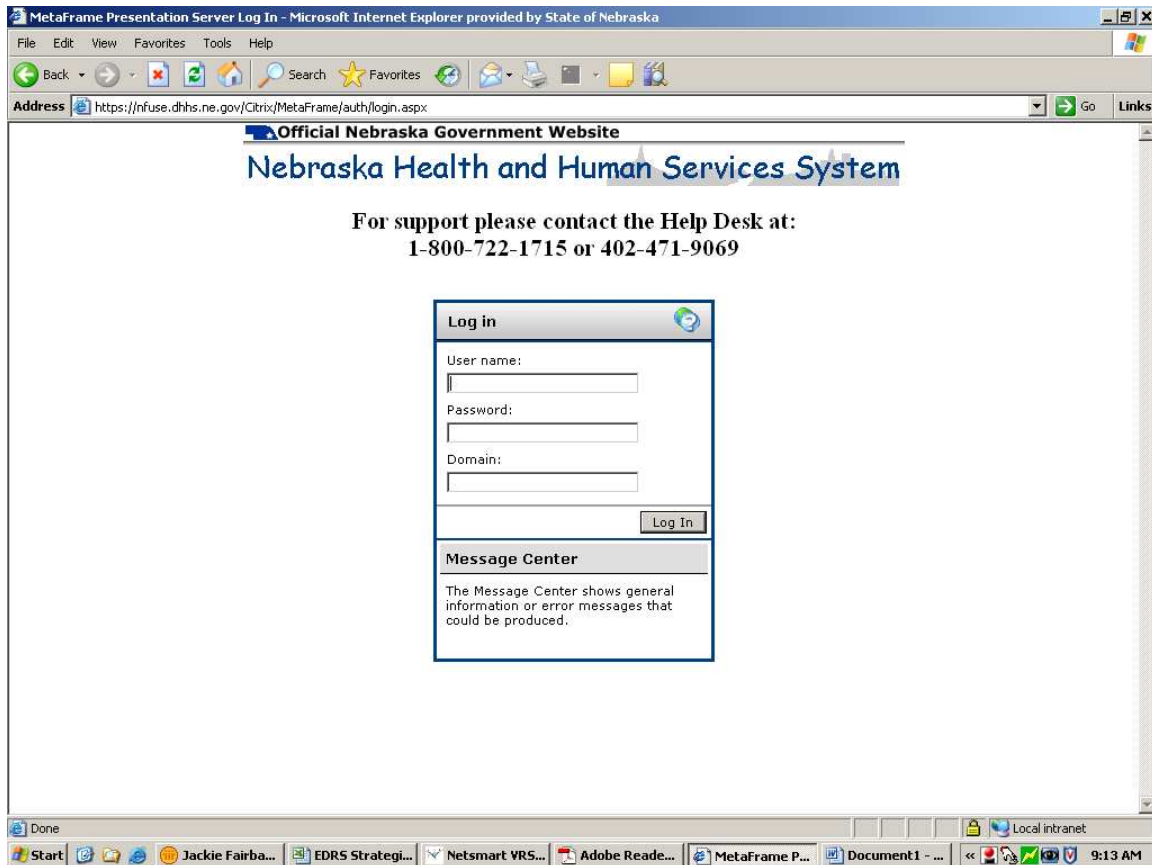
Address: City:

State: Zip:

Nebraska

Start Jackie Fairbanks - C... EDRS Strategic Plan... 4 Citrix ICA Client E... MetaFrame Present... EDR FH Manual 8-6-0... 10:18 AM

The funeral home will assign the record by selecting the physician, county attorney or coroner on the certifier tab. This will place the record in the appropriate work queue for the assignee to complete the medical portion of the death certificate.



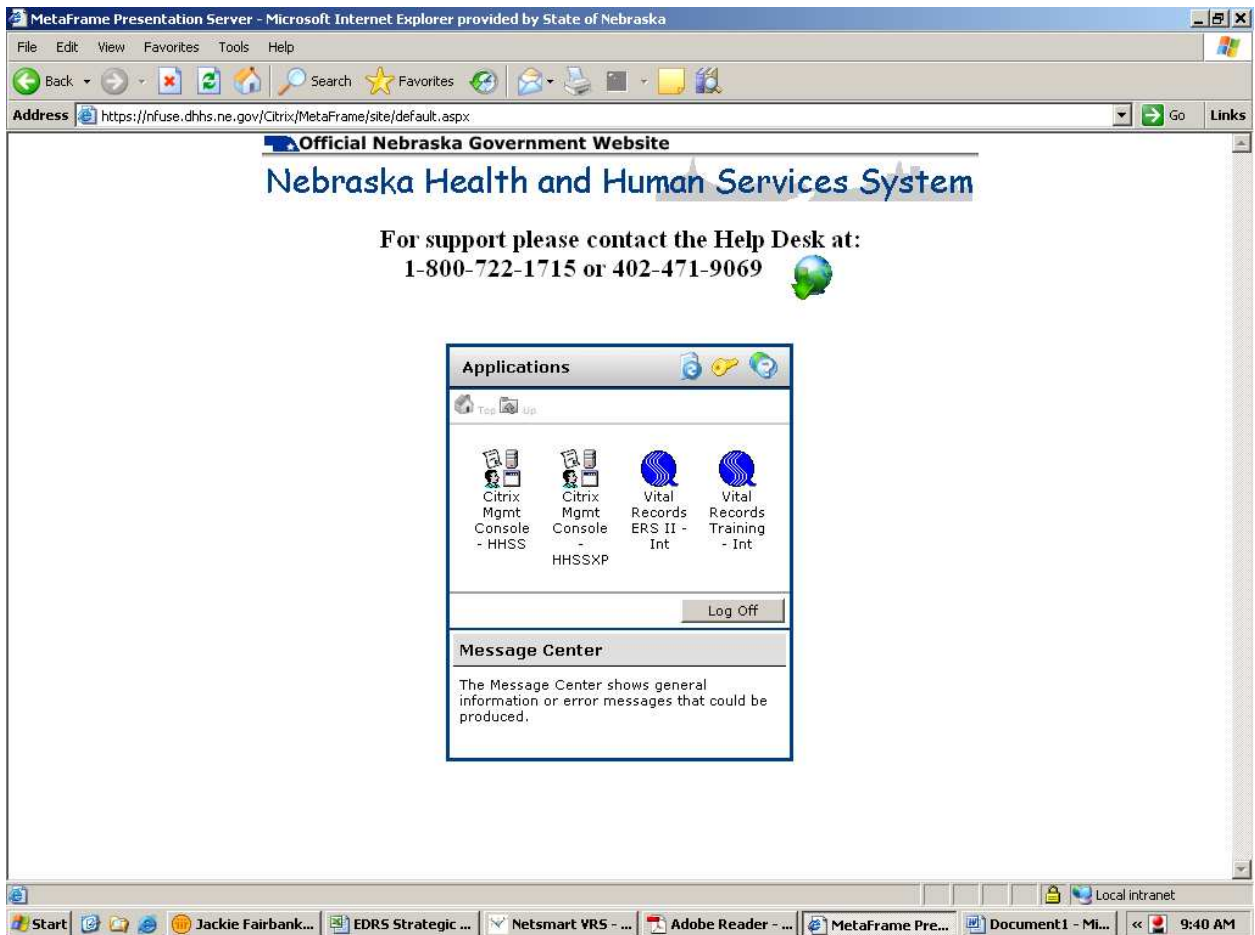
This is your log in screen. You will begin by entering your unique user name, password, and domain. Your user name will be assigned to you, your password is of your own choosing; however, it must be at least 8 characters and include at least three of the following criteria:

- Upper case letter
- Lower case letter
- Number
- Symbol

IT IS A SECURITY VIOLATION TO SHARE YOUR USER NAME AND PASSWORD!

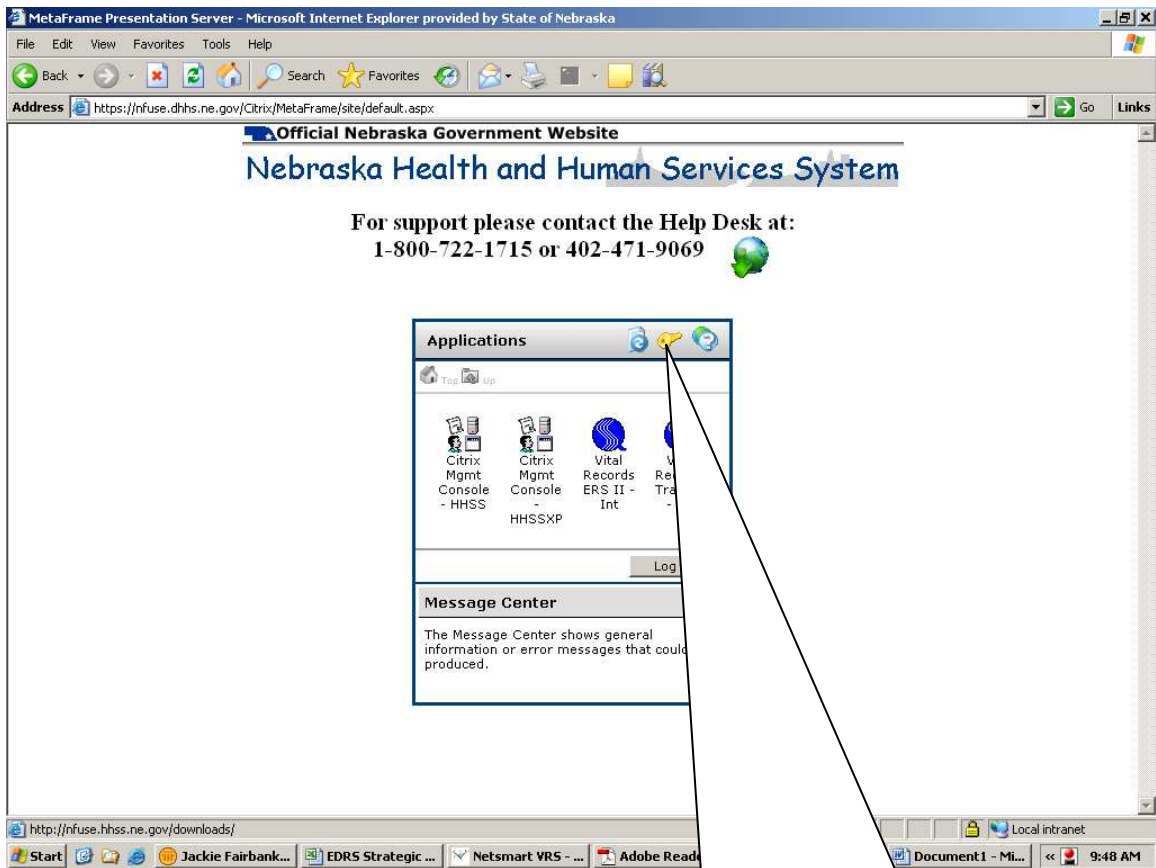
The domain is always bf200lnk. The system is not case sensitive with the exception of the password.

Please note the default password is HHss0000. (Those are zeros and not the letter o). This will be the first password you use and then you will change it to your own unique password.



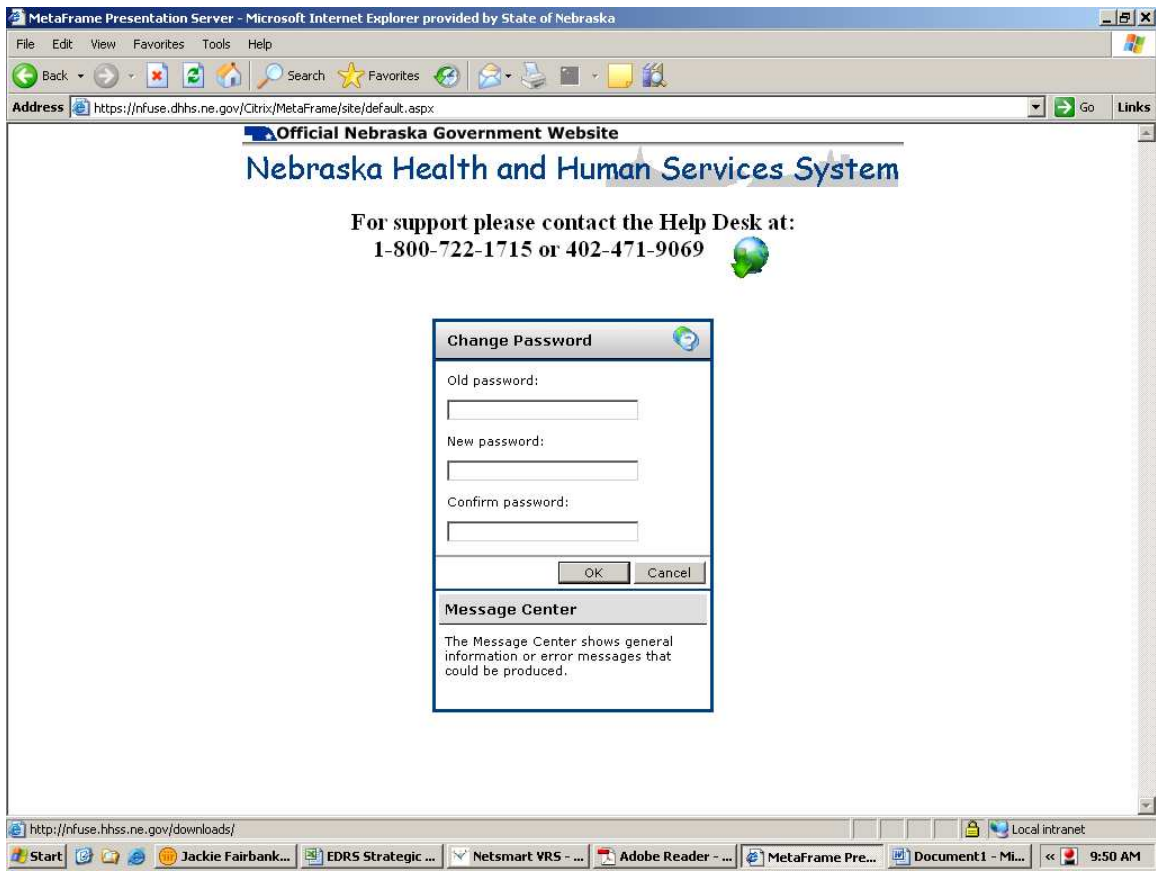
Your next screen will be similar to this. You will only have the 2 blue icons. Yours will be labeled Vital Records ERSII – Ext and Vital Records Training – Ext.

The other 2 icons give me ability to shadow what you are doing in the event you are having issues. I will never do that without your prior approval.

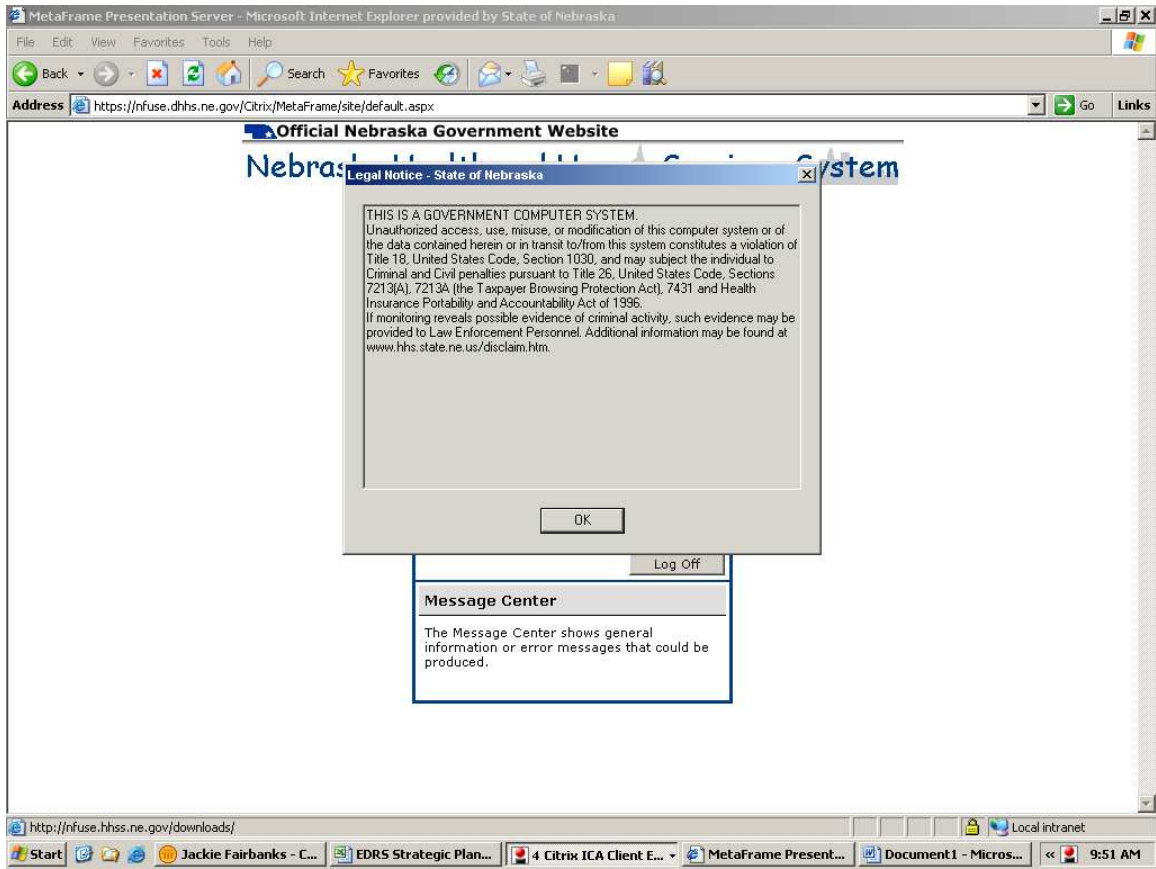


Your ability to change your password is easy – just click on the yellow key.

For security purposes the system will prompt you to change your password every 90 days.

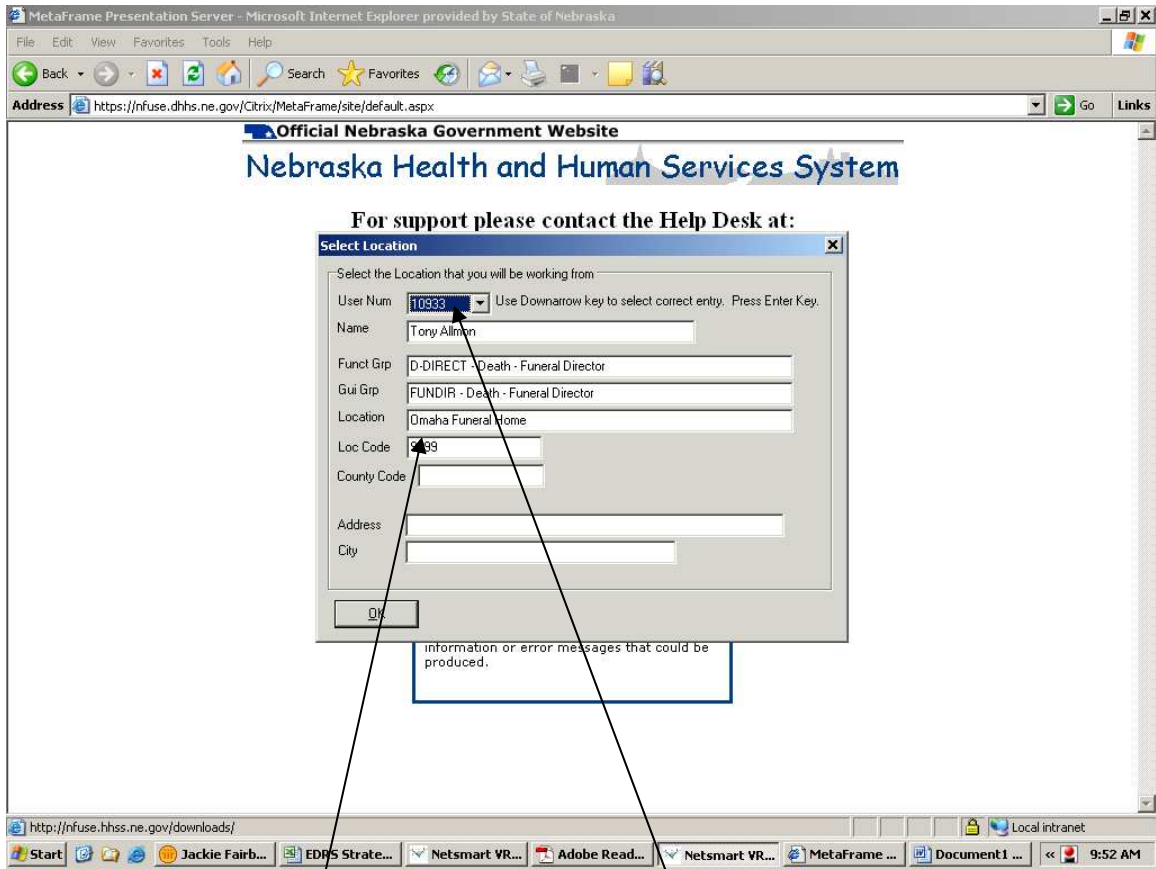


When changing your password enter your old password, then the new password you selected, retype the password to confirm it. Click ok.



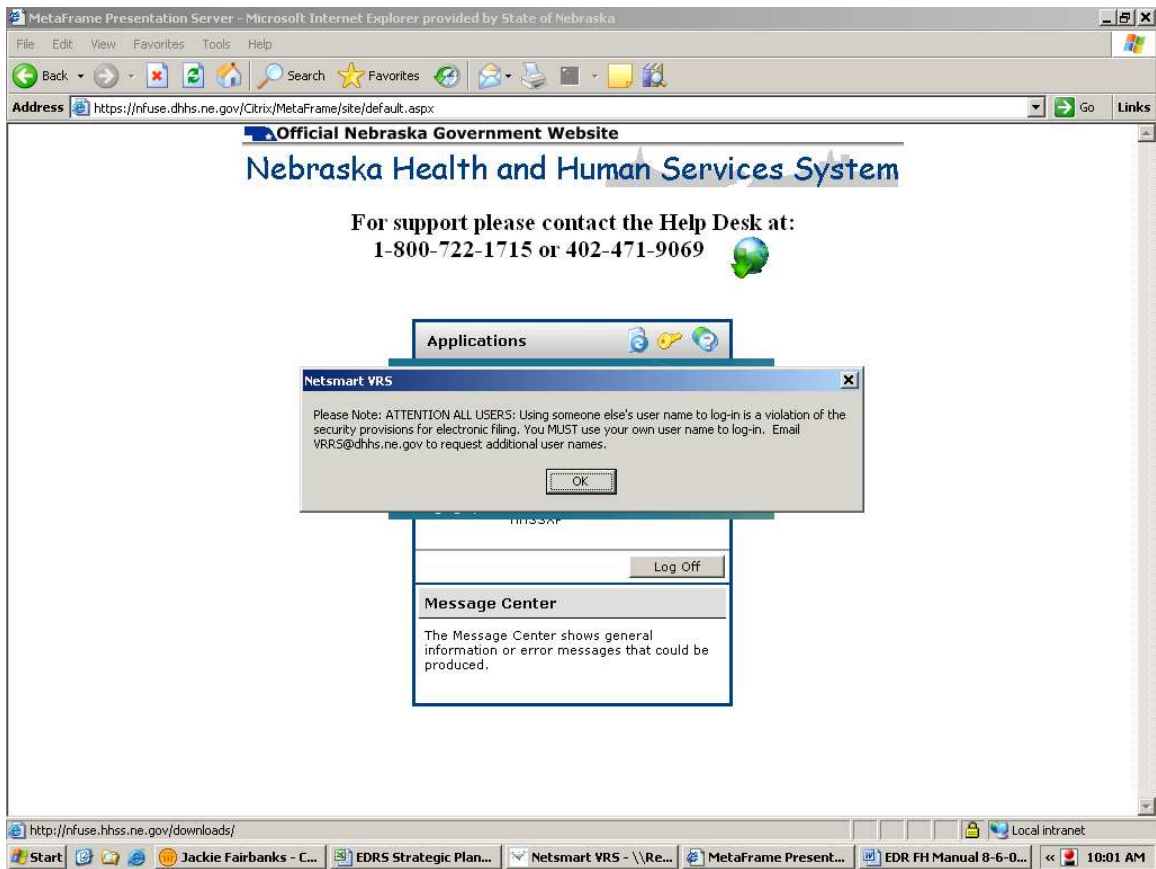
This screen will pop up to let you know that you are using a government computer system. What this means is that all of your records are stored on the state's server. In the event your computer crashes, is stolen, etc. your records are not lost. Once your new computer is set up, all of your records will be restored.

Just click ok here.

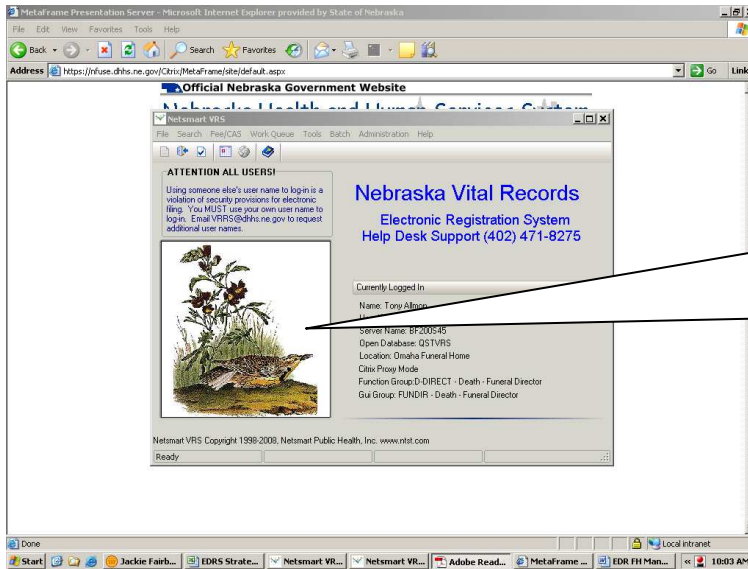


You will only see this screen if you have more than one location. If you do just select the location you want to work with by clicking on the drop down.

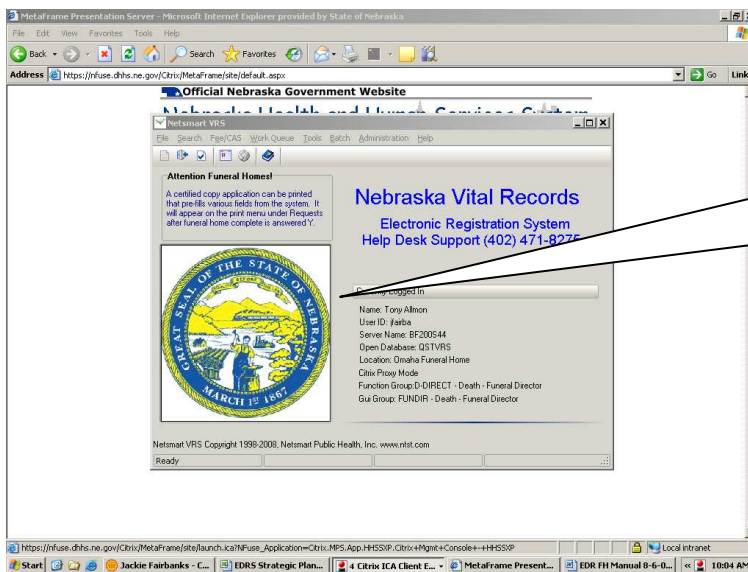
Make sure this location is the one you want to work with.



Occasionally, we will broadcast messages to you. Please make sure you read this information.



The picture of the Meadowlark (state bird) is on the production side – ERS II. This is where you will want to be if you are actually working on a record.



For training purposes you will work with the ERS Training icon. This side will have the Great Seal of Nebraska.

DEATH - 2008 - Netsmart VRS

File Search Requests Actions Work Queue Tools Linking Administration Help

Decedent | Dec History | Disposition | Cause of Death | Certifier | Demographics | Complete | Flags

Paper or Electronic Filing?

Deceased

First Name Middle Name Last Name Suffix

L Wesley Jones

Alias?

Alias First Name Middle Name Last Name Suffix

2nd Alias-First Name Middle Name Last Name Suffix

3rd Alias-First Name Middle Name Last Name Suffix

Sex Date of death known? Date of Death (String) Decedent found

M N 01/01/2008 Found

Country of Birth State of Birth

United States Nebraska

City of Birth Age Age Unit

Lincoln 100 YEARS

Date of Birth Social Security Number

01/01/1908 333-22-4444

Place of Death

Place of Death

INPATIENT

Facility Name

St Elizabeth Regional Medical Center-Lincoln-555 S. 70th

Address Apt No State

555 South 70th Street Nebraska

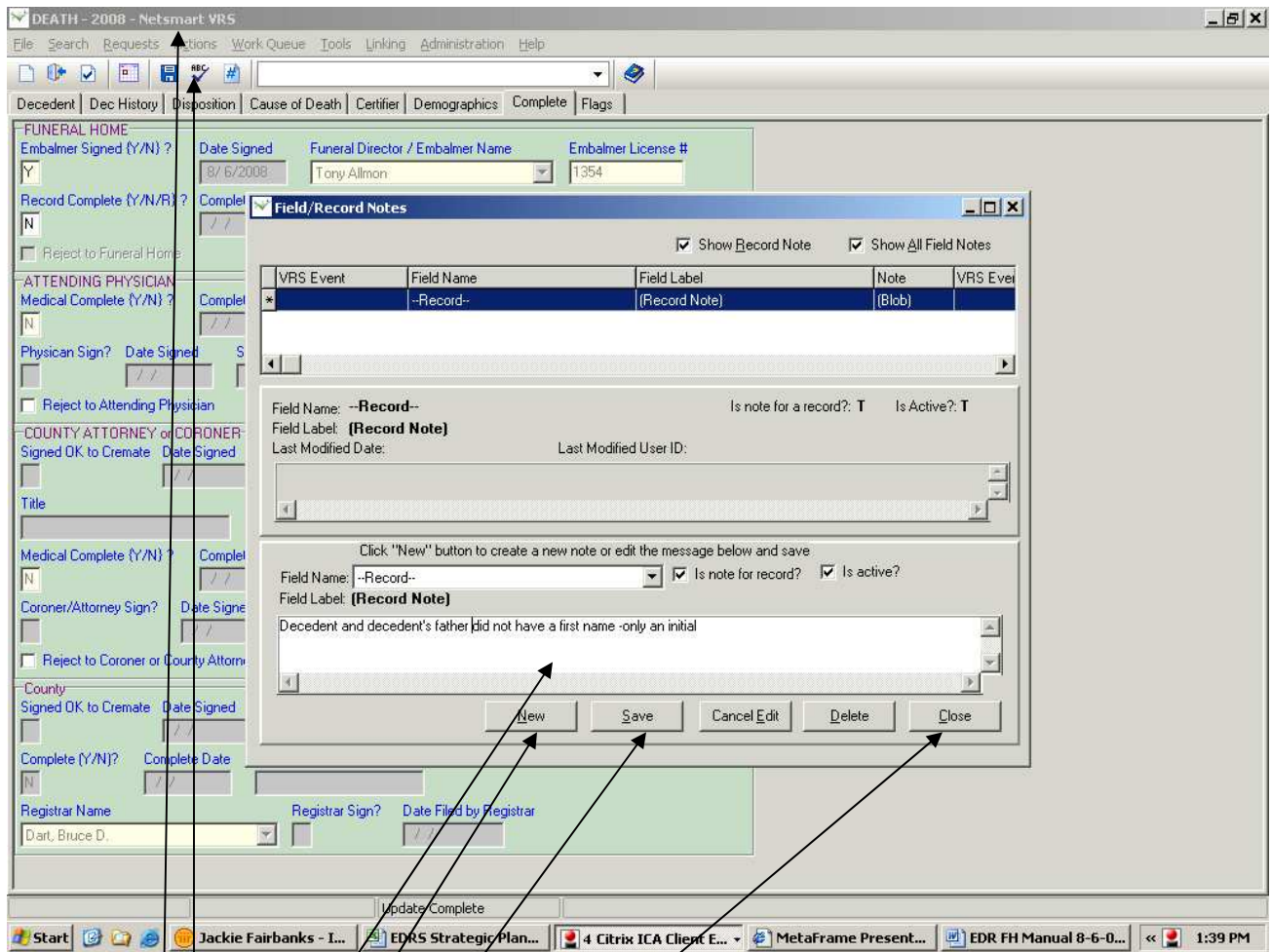
County City Zip Code

Lancaster Lincoln 68510

Residence

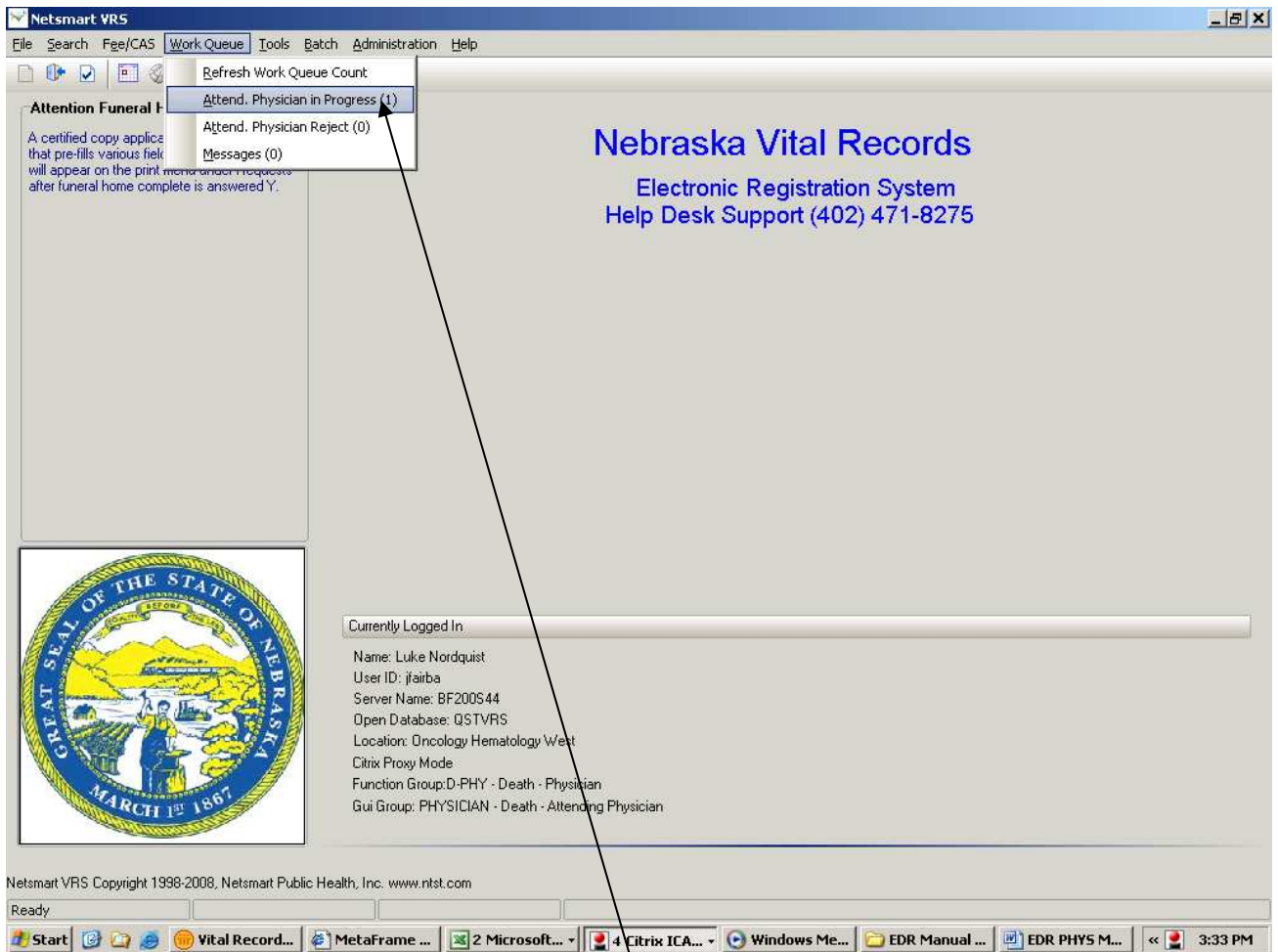
Start Jackie Fairbanks - C... EDRS Strategic Plan... 4 Citrix ICA Client E... MetaFrame Present... EDR FH Manual 8-6-0... 10:36 AM

You can review the information the funeral home has put on the record but you cannot change it – just as they can review the information that you enter but cannot change it.



A note can be placed on the record by following these steps:

1. Go to the Action tab
2. Select "Show Notes" (Under the Action's tab)
3. Click on "New"
4. Type your note in the opened box
5. Click on Save
6. Click on Close



You will know you have a record in your work queue because the funeral home will notify you by your preferred method of contact – phone, fax, or email. The number will also tell you how many records are in your queue to work on.

Netsmart VRS - Search - DEATH

File Search Requests Work Queue Tools Batch Administration Help

SEARCH CRITERIA RESULTS (click column title to sort)

State File Num	Date of Death	Date of Birth	Event Year	Paper/Electronic?	Record Status	First Name	Middle Name	Last Name	Suffix	Soundex Code	Certifier Assigned	Dr Sign?
	08/02/2008	08/01/1908	2008	E	NORMAL	L	Wesley	Sanderson			Luke Nordquist	

Search Display Reset/Clear

Records Found 1

Start Vital Record... MetaFrame ... 2 Microsoft... 4 Citrix ICA... Windows Me... EDR Manual ... EDR PHYS M... 3:37 PM

Select the record you wish to work on by double clicking on the name or by highlighting the name and selecting Display.

DEATH - 2008 - Netsmart VRS

File Search Requests Actions Work Queue Tools Linking Administration Help

<No Alerts>

Decedent | Dec History | Disposition | Cause of Death | Certifier | Demographics | Complete | Flags

Pending Investigation: ☐

- Cause of Death (Part 1) Enter the chain of events that directly caused death.

a. Immediate Cause (Final disease or condition resulting in Death)

Copd

Approx. Interval - Onset to Death

- List Conditions leading to the cause on line A.

b. Due to or as a Consequence of

Approx. Interval - Onset to Death

c. Due to or as a Consequence of

Approx. Interval - Onset to Death

d. Due to or as a Consequence of

Approx. Interval - Onset to Death

- Cause of Death (Part 2)

Other significant conditions contributing to death.

- Cause of Death (cont)

Female Pregnant:

8. NOT APPLICABLE

Autopsy? Were Autopsy Findings Available to Complete Cause of Death?

☐

- Injury

Transportation Injury? If Transportation Injury

☐

Date of Injury Known? Date of Injury Time of Injury am/pm Place of Injury Injury at work?

Describe how Injury occurred

Address of Injury

City

Questionable Cause

Please do not use abbreviations to report cause of death. We think that [Copd] may be meant as an abbreviation for [Chronic Obstructive Pulmonary Disease]. Click OK to accept our assumption and replace the entire field, or CANCEL to revise the text yourself.

OK Cancel

Was Medical Examiner or Coroner Contacted?

☐

Start Vital Record... MetaFrame ... 2 Microsoft... 4 Citrix ICA... Windows Me... EDR Manual ... EDR PHYS M... 3:39 PM

The system will take you to the first area you need to complete – Cause of Death. Please note, if you enter an abbreviation for a cause of death you will be prompted as to what you actually mean.

DEATH - 2008 - Netsmart VRS

File Search Requests Actions Work Queue Tools Linking Administration Help

<No Alerts>

Decedent | Dec History | Disposition | Cause of Death | Certifier | Demographics | Complete | Flags

Pending Investigation: ☐

- Cause of Death (Part 1) Enter the chain of events that directly caused death.

a. Immediate Cause (Final disease or condition resulting in Death)

Chronic Obstructive Pulmonary Disease

Approx. Interval - Onset to Death

- List Conditions leading to the cause on line A.

b. Due to or as a Consequence of

Approx. Interval - Onset to Death

c. Due to or as a Consequence of

Approx. Interval - Onset to Death

d. Due to or as a Consequence of

Approx. Interval - Onset to Death

- Cause of Death (Part 2)

Other significant conditions contributing to death.

- Cause of Death (cont)

Female Pregnant: ☐ Manner of Death: Was Medical Examiner or Coroner Contacted? ☐

8. NOT APPLICABLE

Autopsy? ☐ Were Autopsy Findings Available to Complete Cause of Death? ☐

- Injury

Transportation Injury? ☐ If Transportation Injury

Date of Injury Known? ☐ Date of Injury: Time of Injury: am/pm: Place of Injury: Injury at work? ☐

Describe how Injury occurred

Address of Injury:

City:

State:

Start Vital Record... MetaFrame ... 2 Microsoft... 4 Citrix ICA... Windows Me... EDR Manual ... EDR PHYS M... 3:41 PM

When you click on OK, the system will spell out the words in your abbreviation.

DEATH - 2008 - Netsmart VRS

File Search Requests Actions Work Queue Tools Linking Administration Help

<No Alerts>

Decedent | Dec History | Disposition | Cause of Death | Certifier | Demographics | Complete | Flags

Pending Investigation: ☐

- Cause of Death (Part 1) Enter the chain of events that directly caused death.

a. Immediate Cause (Final disease or condition resulting in Death)

Chronic Obstructive Pulmonary Disease

Approx. Interval - Onset to Death

1 Year

- List Conditions leading to the cause on line A.

b. Due to or as a Consequence of

Approx. Interval - Onset to Death

c. Due to or as a Consequence of

Approx. Interval - Onset to Death

d. Due to or as a Consequence of

Approx. Interval - Onset to Death

- Cause of Death (Part 2)

Other significant conditions contributing to death.

Heavy Tobacco Use

- Cause of Death (cont)

Female Pregnant:

8. NOT APPLICABLE

Manner of Death

Was Medical Examiner or Coroner Contacted?

Autopsy? ☐ Were Autopsy Findings Available to Complete Cause of Death? ☐

- Injury

Transportation Injury? ☐ If Transportation Injury

Date of Injury Known? ☐ Date of Injury Time of Injury am/pm Place of Injury Injury at work? ☐

Describe how Injury occurred

Address of Injury

City

State

Start Vital Records... MetaFrame ... 2 Microsoft ... 4 Citrix ICA ... Windows Me... EDR Manual I... EDR PHYS MA... 3:43 PM

You must enter at least one cause of death and one interval. You may enter up to 4 causes of death if you choose. In part 2 you can enter Other Significant Conditions Contributing to Death.

If you enter anything other than Natural Causes in the manner of death, you will be required to enter the injury questions.

If this record was for a male, the pregnancy questions will be grayed out. If the decedent is female, you must answer the pregnancy questions.

DEATH - 2008 - Netsmart VRS

File Search Requests Actions WorkQueue Tools Linking Administration Help

<No Alerts>

Decedent | Dec History | Disposition | Cause of Death | Certifier | Demographics | Complete | Flags

Assigned To: Certifier Type: [Attending Physician] Name: [Luke Nordquist] Location: [ONCOLOGY HEMATOLOGY WEST]

Preferred Method of Contact: [Fax] Phone: [402]354-8124 Extension: [] Fax: [402]354-8127 Email: [lnordquist@onchenwest.com]

Attending Physician: [] Date of Death: [08/02/2008] Time of Death: [12:00] am/pm: [Midnight]

Coroner/County Attorney: [] Time of Death: [] am/pm: [] Approximate: [] Dead: [] Found?: [] Time Pronounced: [99:99] am/pm: [] Found?: []

Death: Tobacco Contribute? [U] Has Organ or Tissue Donation been considered? [Y] Was Consent Granted? [N]

Certifier: Name of Certifier: [] Title: [] License Number: [] Address: [] City: [] State: [Nebraska] Zip: []

Start Vital Records... MetaFrame ... 2 Microsoft ... 4 Citrix ICA ... Windows Me... EDR Manual I... EDR PHYS MA... 3:58 PM

Midnight and Noon are options you can choose. The system will automatically convert Midnight and Noon to the appropriate AM or PM on the certificate.

All open fields need to be answered prior to completing the record. For Tobacco Contribution you may answer Y for Yes, N for No, or U for Unknown.

DEATH - 2008 - Netsmart VRS

File Search Requests Actions Work Queue Tools Linking Administration Help

<No Alerts>

Decedent | Dec History | Disposition | Cause of Death | Certifier | Demographics | Complete | Flags

FUNERAL HOME

Embalmer Signed (Y/N) ? ☐ Date Signed Funeral Director / Embalmer Name Embalmer License #

Record Complete (Y/N/R) ? ☐ Complete Date Record Completed by Fun Home License #

ATTENDING PHYSICIAN

Medical Complete (Y/N) ? ☐ Complete Date Completed by

Physician Sign? ☐ Date Signed Signed By

☐ Reject to Attending Physician

COUNTY ATTORNEY or CORONER

Signed OK to Cremate ☐ Date Signed OK to Cremate Signed By Title

Coroner/Attorney Sign? ☐ Date Signed Signed By

County

Signed OK to Cremate ☐ Date Signed Signed By

Registrar Name Registrar Sign? ☐ Date Filed by Registrar

Cooper, Stanley S.

Was-medical-examiner-contacted must be answered before record can be marked complete

OK

Start Vital Records... MetaFrame ... 2 Microsoft ... 4 Citrix ICA ... Windows Me... EDR Manual I... EDR PHYS MA... 4:02 PM

The system is telling me that I missed a field.

DEATH - 2008 - Netsmart VRS

File Search Requests Actions Work Queue Tools Linking Administration Help

<No Alerts>

Decedent | Dec History | Disposition | Cause of Death | Certifier | Demographics | Complete | Flags

FUNERAL HOME

Embalmer Signed (Y/N) ? Date Signed Funeral Director / Embalmer Name Embalmer License #

Record Complete (Y/N/R) ? Complete Date Record Completed by Fun Home License #

ATTENDING PHYSICIAN

Medical Complete (Y/N) ? Complete Date Completed by

Physician Sign? Date Signed Signed

Reject to Attending Physician

COUNTY ATTORNEY or CORONER

Signed OK to Cremate Date Signed

Coroner/Attorney Sign? Date Signed

County

Signed OK to Cremate Date Signed

Registrar Name

Cooper, Stanley S.

Data Entry Exception - Use Ctrl-Z to clear field.

Invalid value

An Error was detected in Field:
Field Name: D2_DR_COMPLETE
Label: Medical Complete (Y/N) ?
Tab Name: Complete
Paragraph: ATTENDING PHYSICIAN
Query Location:

Bypass Variable Values

Queried and Verified - 1

Queried - Not Verified - 2

Review Needed - 3

Query Needed - 4

Missing Variable Values

Re-key the field Override Edit Query the Field Skip for Now

Query Location:

Start Vital Records... MetaFrame ... 2 Microsoft ... 4 Citrix ICA ... Windows Me... EDR Manual I... EDR PHYS MA... 4:03 PM

When I click on OK another screen will pop up and ask if you want to Re-Key the field, Override the Edit, or Skip for Now. You will want to Re-Key the field. Just click on that tab and the system will take you back to the area that needs to be completed.

DEATH - 2008 - Netsmart VRS

File Search Requests Actions Work Queue Tools Linking Administration Help

<No Alerts>

Decedent | Dec History | Disposition | Cause of Death | Certifier | Demographics | Complete | Flags

Chronic Obstructive Pulmonary Disease 1 Year

List Conditions leading to the cause on line A.
b. Due to or as a Consequence of

c. Due to or as a Consequence of

d. Due to or as a Consequence of

Approx. Interval - Onset to Death

Approx. Interval - Onset to Death

Approx. Interval - Onset to Death

Cause of Death (Part 2)
Other significant conditions contributing to death.
Heavy Tobacco Use

Cause of Death (cont)
Female Pregnant
8. NOT APPLICABLE

Manner of Death
NATURAL CAUSES

Was Medical Examiner or Coroner Contacted?
Y

Autopsy? Were Autopsy Findings Available to Complete Cause of Death?
Y Y

Injury
Transportation Injury? If Transportation Injury

Date of Injury Known? Date of Injury Time of Injury am/pm Place of Injury Injury at work?

Describe how Injury occurred

Address of Injury State

City Zipcode

Start Vital Records... MetaFrame ... 2 Microsoft ... 4 Citrix ICA ... Windows Me... EDR Manual I... EDR PHYS MA... 4:05 PM

Answer the question and then you can go back to the complete screen.

DEATH - 2008 - MetSmart VRS

File Search Requests Actions Work Queue Tools Linking Administration Help

<No Alerts>

Decedent | Dec History | Disposition | Cause of Death | Certifier | Demographics | Complete | Flags

FUNERAL HOME

Embalmer Signed (Y/N)? ☐ Date Signed Funeral Director / Embalmer Name Embalmer License #

Record Complete (Y/N/R)? ☐ Complete Date Record Completed by Fun Home License #

ATTENDING PHYSICIAN

Medical Complete (Y/N)? ☒ Complete Date Completed by

Physician Sign? ☒ Date Signed Signed By

☐ Reject to Attending Physician

COUNTY ATTORNEY / CORONER

Signed OK to Cremate ☐ Date Signed OK to Cremate Signed By Title

Coroner/Attorney Sign? ☐ Date Signed Signed By

County

Signed OK to Cremate ☐ Date Signed Signed By Title

Registrar Name Registrar Sign? ☐ Date Filed by Registrar

Start Vital Records... MetaFrame ... 2 Microsoft ... 4 Citrix ICA ... Windows Me... EDR Manual I... EDR PHYS MA... 4:13 PM

When you are finished with the record, enter Y in the Medical Complete box (notice the system fills in the date & your name), then enter a Y in Physician Sign (notice the system fills in the date & your name). Once you sign the record, you will want to save it. It will then be out of your work queue and the funeral home can then send it on to the State.

DEATH - 2008 - Netsmart VRS

File Search Requests Actions Work Queue Tools Linking Administration Help

Decedent: [Name] Identifier: [Name] Demographics: Complete Flags

Print: D Office Copy Legal Size
 Print: D Office Copy Letter Size
 Print: D Office Copy Statistical Page
 Print: D Permit Transit/Cremation
 Print: D Worksheet

Funeral Home / Embalmer Name: [Name] Embalmer License #: [1354]
 Record Complete (Y/N/R)? [N] Complete Date: [] Record Completed by: [] Fun Home License #: [9999]
☐ Reject to Funeral Home

ATTENDING PHYSICIAN
 Medical Complete (Y/N)? [N] Complete Date: [] Completed by: []
 Physician Sign? [] Date Signed: [] Signed By: []
☐ Reject to Attending Physician

COUNTY ATTORNEY or CORONER
 Signed OK to Cremate [] Date Signed: [] OK to Cremate Signed By: []
 Title: []
 Medical Complete (Y/N)? [N] Complete Date: [] Completed by: []
 Coroner/Attorney Sign? [] Date Signed: [] Signed By: []
☐ Reject to Coroner or County Attorney

County
 Signed OK to Cremate [] Date Signed: [] Signed By: [] Title: []
 Complete (Y/N)? [N] Complete Date: [] Completed by: []
 Registrar Name: [Dart, Bruce D.] Registrar Sign? [] Date Filed by Registrar: []

Update Complete

Start Jackie Fairbanks - I... EDRS Strategic Plan... 4 Citrix ICA Client E... MetaFrame Present... EDR FH Manual 8-6-0... 1:48 PM

To print a copy for your records, select office copy legal size or office copy letter size.

To review the record:

- Select one of these four options to change the size of the document
- If everything is ok you can print by clicking on the print icon
- If you do not want to print at this time you can close out by clicking on the close button or the X

[illegible]

DEATH - 2008 - Netsmart VRS

File Search Requests Actions Work Queue Tools Linking Administration Help

Death

Dec Message System Position Cause of Death Certifier Demographics Complete Flags

FUNERAL HOME

Embalmer Signed (Y/N) ? ☒ Y Date Signed 8/6/2008 Funeral Director / Embalmer Name Tony Allmon Embalmer License # 1354

Record Complete (Y/N/R) ? ☒ Y Complete Date / / Record Completed by Fun Home License # 9999

☐ Reject to Funeral Home

ATTENDING PHYSICIAN

Medical Complete (Y/N) ? ☒ Y Complete Date / / Completed by

Physician Sign? ☐ Date Signed / / Signed By

☐ Reject to Attending Physician

COUNTY ATTORNEY or CORONER

Signed OK to Cremate ☐ Date Signed / / OK to Cremate Signed By

Title

Medical Complete (Y/N) ? ☒ Y Complete Date / / Completed by

Coroner/Attorney Sign? ☐ Date Signed / / Signed By

☐ Reject to Coroner or County Attorney

County

Signed OK to Cremate ☐ Date Signed / / Signed By Title

Complete (Y/N)? ☒ Y Complete Date / / Completed by

Registrar Name Dart, Bruce D. Registrar Sign? ☐ Date Filed by Registrar / /

Update Complete

Start Jackie Fairbanks - In... EDRS Strategic Plann... 4 Citrix ICA Client E... MetaFrame Presenta... EDR FH Manual 8-6-0... 1:59 PM

You can search for the record at any time by clicking on search and death.

Netsmart VRS - Search - DEATH

File Search Requests Work Queue Tools Batch Administration Help

SEARCH CRITERIA RESULTS (click column title to sort)

State File Number

Search Options: USE ? for Help. Wildcards are % and _.
Use .D for descending. Also <, >, >=, <=, <>, NULL.
Example: <>NULL - Not Null. Between function: (ABC+XYZ)
List functions: IN(a+b+NULL), NOTIN(q+++s+t)

Date of Death Date of Birth Year of Death Paper/Electronic? Record Status

First Name Middle Name Last Name Suffix Soundex Code

Certifier Assigned Dr Sign? Coroner/Attorney Sign?

Certifier Type

Alias First Name Alias Middle Name Alias Last Name

Funeral Home Place of Death County

Social Security Number Alert Count Date of Death (String) Funeral Home Complete? Date Created County Complete? Dr Complete? C.A. / Coroner Complete?

Search Display Reset/Clear

Start Jackie Fairbanks - In... EDR5 Strategic Plann... 4 Citrix ICA Client E... MetaFrame Presenta... EDR FH Manual 8-6-0... 2:01 PM

Enter enough information on this screen to identify the record you are searching for.

Netsmart VRS - Search - DEATH

File Search Requests Work Queue Tools Batch Administration Help

SEARCH CRITERIA RESULTS (click column title to sort)

State File Num	Date of Death	Date of Birth	Event Year	Paper/Electronic?	Record Status	First Name	Middle Name	Last Name	Suffix	Soundex Code	Certifier Assigned	Dr Sign?
	01/01/2008	01/01/1908	2008	E	NORMAL	L	Wesley	Jones		J520	Jeff Hill	

Search Display Reset/Clear

Records Found: 1 **NOTE PRESENT**

Start Jackie Fairbanks - In... EDRS Strategic Plann... 4 Citrix ICA Client E... MetaFrame Presenta... EDR FH Manual 8-6-0... 2:01 PM

Double click on the record or highlight the record and click display to bring the record up. From the search option you can print or review the record.

If you have any questions, please do not hesitate to call:

Questions on what to put in a field:

Debra Firman, Nosologist.....402-471-0912
Christine Noren, Nosologist.....402-471-0912

Questions on how to enter a record:

Help Desk Phone.....402-471-8275

Jackie Fairbanks, Registration Supervisor.....402-471-0919
Jerry Fischer, Program Analyst.....402-471-0916
Joe Boone, Applications Support.....402-471-0210

State Holidays

New Year's Day	January 1
Martin Luther King, Jr. Day	Third Monday in January
President's Day	Third Monday in February
Arbor Day	Last Friday in April
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Friday following Thanksgiving
Christmas Day	December 25

Note: If the holiday falls on a Saturday, then Help Desk staff and Vital Records staff are not available on Friday. If the holiday falls on a Sunday, then Help Desk staff and Vital Records staff are not available on Monday.